

## How do I add HTML code to my listing?

These instructions can be found online at:

[http://www.charityvillage.com/cv/faq/faq\\_adv\\_53.html](http://www.charityvillage.com/cv/faq/faq_adv_53.html)

In several of the fields on the posting forms you can add HTML (Hyper Text Markup Language) coding to further customize the appearance of your listing. You certainly don't need to know HTML to post a listing on our site but we thought we'd share a few things to spruce up your listing if you're feeling adventurous.

Below are some of the most basic and commonly used HTML tags. This is not meant to be a through outline or tutorial on HTML -- there are plenty of web resources listed at:

<http://www.charityvillage.com/cv/ires/club.asp> to help with that.

Most HTML tags are used in pairs. The starting tag turns on a feature and the ending tag turns it off -- don't forget the ending tag or your whole document could turn into one giant link or bold mess.

To do this	Starting Tag	Ending Tag	Code example	Displays
<b>Bold</b>	<B>	</B>	<b>Whoopie!</B>	<b>Whoopie!</b>
<i>Italics</i>	<I>	</I>	<I>Italicize me</I>	<i>Italicize me</i>
Line Break	none	 	Here's line 1. Here's line 2.	Here's line 1. Here's line 2.
Double Line Break	none	  	Here's line 1.  Here's line 2.	Here's line 1. Here's line 2.
Web Link	<a href="">	</a>	<a href="http://www.charityvillage.com">CharityVillage.com</A>	<a href="http://www.charityvillage.com">CharityVillage.com</a>
E-mail Link	<a href="mailto:">	</A>	<a href="mailto:help@charityvillage.com">help@charityvillage.com</A>	<a href="mailto:help@charityvillage.com">help@charityvillage.com</a>
Bigger	<font size="+1">	</font>	<font size="+1">Important</font>	<b>Important</b>
Smaller	<font size="-1">	</font>	<font size="-1">Smaller</font>	Smaller
<b>Heading</b>	<h3>	</H3>	<H3>Really Important</H3>	<b>Really Important</b>